



**Department of Social Services  
JOB OPPORTUNITY  
RESEARCH ANALYST**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Posting Date: July 31, 2015**

**Closing Date: August 7, 2015**

The Department of Social Services is currently accepting applications to fill one (1) Research Analyst position within the Office of Community Services located in Central Office.

**Open To:** The Public and State Employees  
(Candidates who have taken and passed Exam Number 140780)

**Hours:** Monday – Friday, 40 hours per week

**Position:** Research Analyst (AR-22)

**Location:** 55 Farmington Ave., Hartford, CT

**Bargaining Unit:** Administrative & Residual (P-5)

**Job Posting No:** 111859

**Salary Range:** \$63,215.00 - \$81,807.00 Annually

**EXAMPLE OF DUTIES:** For the programs administered within the Office of Community Services (OCS), develop and maintain databases, analyze and interpret quarterly and annual client characteristics, services provided, local and state needs assessment and prepare data to assist DSS in making cost efficient and cost-effective decisions about funding and services provided; research service delivery models and recommend adjustments; implement adjustments within program area and contractor arena; develop programs and utilize prepackage computer programs to perform analysis; assist with compiling data to support CT data portal; complete statewide needs assessment to support CT state allocation plan applications; prepare narrative and statistical reports by program type and OCS unit; track OCS contract timeliness through database, research time efficiency models and offer recommendations to manager; work with other state agencies that receive SSBG funding through SSBG annual program to research funding feasibility and alignment with DSS plan. Perform other related duties to meet the needs of OCS.

**MINIMUM QULIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of research methods and techniques; knowledge of statistics; interpersonal skills; oral and written communication skills; ability to analyze data; ability to develop programs and use prepackaged computer programs to perform data analysis; ability to understand agency related policies and procedures as they relate to research.

**Note:** The position may be filled by the mandatory Re-employment and SEBAC Lists, which we are obligated to use. Applications will only be accepted from candidates who applied for the Research Analyst Examination No. 140780 and have received a passing score or State employees who have attained permanent status in the classification of Research Analyst.

**APPLICATION PROCEDURE:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter, and two (2) letters of professional reference from current and/or previous supervisors. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). In lieu of references, **State employees must submit copies of their two most recent performance evaluations.** All materials submitted must be **in DUPLICATE**. Please be sure to specify the job posting number on all application materials.

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**Please Note:** Due to the large volume of applications, you **must mail a copy of your application (U.S. Postal Service).** Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) and related documentation to:

Maria L. Taylor  
Principal Human Resources Specialist  
Department of Social Services  
55 Farmington Ave.  
Hartford, CT 06105

Due to the large number of applications received, we are unable to field phone inquiries to confirm receipt of applications.

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY FRIDAY, AUGUST 7, 2015**

**~PLEASE BE ADVISED THAT HAND-DELIVERED/FAXED/E-MAILED APPLICATIONS WILL NOT BE ACCEPTED~**

**~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~**

**~ APPLICATIONS SENT VIA INTEROFFICE MAIL WILL NOT BE CONSIDERED~**

**\*LATE APPLICATIONS WILL NOT BE CONSIDERED\***

**An Equal Opportunity / Affirmative Action Employer**

*The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.*